Alban City School
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24th January 2017

Dear Parents

Please read carefully the following information for upcoming Parent/Teacher consultations. On the reverse of this letter you will also find information about the Book Fair running from 27th January to 1st February.

Parent/Teacher Consultations

There will be Parent/Teacher consultations on Wednesday 1st February between 5pm – 8pm. and on Monday 6th February between 4pm – 7pm. If you wish to discuss your child's progress you may make an appointment to do so with the Class Teacher during one of the time bands.

There is a time allocation of **10 minutes** per consultation so please be flexible in your choice and offer at least one alternative time band so that we can arrive at a workable solution. If you have more than one child in school please send back one slip for each child and give details of both children's classes to help the teachers schedule the appointments as close as possible. Please note that if slips are returned late you will be slotted in where there is available space.

Everyone who requests an appointment time with the class teacher will receive a slip with their appointment time on it. On these evenings the pupil entrance gates will be open and you will be able to access the school in the same way that you do each day. As the appointment slots are only 10 minutes each I would ask you to be as prompt as possible for your appointment. Your child's work will be out on the tables in the circulation areas; downstairs for Reception and Year 1 parents and upstairs for Year 2, Year 3, and Year 4 parents and will be available for you to have a look at either before or after your appointment and I do ask that you only view your own child's work please. The class teachers will hold the consultations in their classrooms and will come and collect you from the circulation area at the appropriate time.

For an appointment please complete the attached reply slip. All slips need to be returned by Friday 27th January.

Yours sincerely
Mrs J Goddard
Headteacher

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Parent/Teacher Consultations

Child's Name: _____ Class: _____

Sibling's Name: _____ Class: _____

Sibling's Name: _____ Class: _____

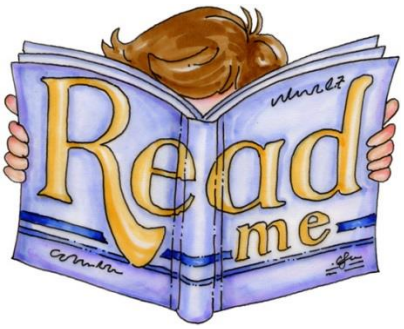
Preferred Times:

Wednesday 1st February		**Monday 6th February**	
5.00pm - 5.30pm	☐	4.00pm - 4.30pm	☐
5.30pm - 6.00pm	☐	4.30pm - 5.00pm	☐
6.00pm - 6.30pm	☐	5.00pm - 5.30pm	☐
6.30pm - 7.00pm	☐	5.30pm - 6.00pm	☐
7.00pm - 7.30pm	☐	6.00pm - 6.30pm	☐
7.30pm - 8.00pm	☐	6.30pm - 7.00pm	☐

Signed: _____ Date: _____

Book Fair

The Book Fair will be held in the community room on the following days, at these times and for these year groups:

Date	Time	Place	Year group
Friday 27/1	3.15pm – 4.00pm	Community Room	Reception & Year 1
Monday 30/1	3.15pm – 4.00pm	Community Room	Year 2
Monday 30/1	5.00pm – 6.00pm	Community Room	Children at XYZ
Tuesday 31/1	3.15pm – 4.00pm	Outside Miss Burke's Office	Year 3
Wednesday 1/2	7.30am – 8.00am	Community Room	Children at ABC
Wednesday 1/2	3.15pm – 4.00pm	Community Room	Year 4

There will be a wide range of books for sale and all commission from the sales will come back to us in books for the classrooms and library. You are most welcome to come to the fair during the above times with or without the children. If you are unable to come but would like to purchase a book, this can be done online at www.travellingbooks.co.uk. Any orders would need to be made by Tuesday 31st January so that the books can be delivered to school by the end of the Fair.